



District of Columbia Courts

Internship Program Openings

Division: Research and Development Division

Description:

The Research and Development Division conducts research, policy and management studies on court operations and administrative functions. The Division coordinates grant seeking activities and monitors grants in progress for the DC Courts; prepares and disseminates statistical reports including the *Annual Report* and undertakes other special projects such as the development of new court programs (i.e., E-filing Pilot Project, Family Treatment Court, etc.)

Responsibilities:

- Conducts "best practice" research on specific programs/issues designated by court officials or judicial officers.
- Drafts informational bulletins on current criminal justice trends to apprise judges and other court officials on innovative approaches or techniques in the field .
- Complies with national caseload comparison reports.
- Assists R&D staff with undertaking program evaluation activities, including providing input for the study design, data collecting, data entry, data analysis, as well as drafting components of the evaluation report.
- Assists in drafting components of grant proposals to federal agencies and foundations.

Qualifications:

The applicant must be at least in his or her third or fourth year of undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

Please send all application packets to:

Fetneh A. Fleischmann
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Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001.
Phone (202).879.2887; Fax (202).879.2889